

**CALL FOR QUOTATIONS/TENDERS: STATIONERY ITEMS**

Sir,

1. Bids are invited for selection of vendor for supply of Stationery items to the school during the year 2019-20:-

Ser No	Nomenclature	A/U	Rate	Remarks
	<b>Stationery Items</b>			
1	A4 Photostat paper (JK) 75 GSM	Reams		
2	FS Photostat Paper (JK) 75 GSM	Reams		
3	A3 Photostat paper (JK) 75 GSM	Reams		
4	Digital Colour copy Bond paper(Oddy) 100 GSM A4 (100 sheets)	Pkts		
5	Register (Classmate) 240 pages	Nos		
6	Register (Classmate) 160 pages	Nos		
7	Gum Bottle 700 ml (Camel)	Bottle		
8	Gum Bottle 150 ml (Camel)	Bottle		
9	Fevicol 200 Gms (MR) HI 6806	Bottle		
10	Fevicol 100 Gms (MR) SL 3214	Bottle		
11	Re-sticky notes (Oddy) Yellow	Pads		
12	Glue stick (Kores)	Pkts		
13	Kangaroo Scissor 178 mm	Nos		
14	Cartridge prodot (Laserjet 388A)	Nos		
15	Cartridge Prodote (Laserjet 12A)	Nos		
16	Transparent Tap Roll (2 inches)	Rolls		
17	Transparent Tape roll 1 ½ inch	Roll		
18	Transparent Tape roll 1 inch	Roll		
19	Transparent Tape roll ½ inch	Roll		
20	Pen Reynolds 045 (Blue)	Pkts		
21	Pen Gel (Normal)	Nos		
22	Pen V5(Blue) Pilot(HI-Tecpoint)	Nos		
23	Pen V5 (Green)Pilot (HI-tecpoint)	Nos		

24	Pen V5 (Black) Pilot (Hi-Tecpoint)	Nos		
25	CD(Mouserbear)	Nos		
26	Plastic Flag (5 x 25) Five colour (45x12mm)	Pkts		
27	Matrix Sticky Notes Yellow(76x76 mm)	Pad		
28	Sticky Notes Yellow 25x75	Pad		
29	Re-stick three colours	Pad		
30	Flags(Oddy) Three Colours	Pad		
31	Binders Clips (Real One) 19 mm)	Pkts		
32	Stapler Steel (Kangaroo) HD-10	Nos		
33	Dak Pad Superior with steel cips	Nos		
34	Computer wash brush	Nos		
34	Sticky Notes pad small	Pads		
35	Stapler Pins (No-10) Kangaroo	Pktd		
36	Tag File Cotton (Small)	Bdls		
37	Fevicol small (22.5) Gms	Bottle		
38	Pencil Natraj	Pkts		
39	Scale big plastic 12 inches	Nos		
40	Camlin Compass (Cattering mechanism)	Nos		
41	Clip Board (Omega)	Nos		
42	File Binder (Super)	Nos		
43	OHP Marker	Pkts		
44	Plastic Binder Rope	Rolls		
45	Paper Pins	Pkts		
46	Thumb Pins	Pkts		
47	Highlighters multi colours	Pkts		
48	CD Cover Plastic	Nos		
49	CD Marker	Nos		
50	Holder Pen Plastic(SAHIB) two-in-one	Nos		
51	Plastic Clips for folder Bindings	Nos		
52	Prodot Cartridge 188A	Nos		
53	Pen Uniball UB 157 (Blue)	Pkts		
54	Tag Small White	Bdls		
55	Flair correction pen (Whitener)	Nos		
56	Register 400 pages	Nos		
57	Samsung Cartridge 108S	Nos		
58	Transparent Tape 1 inch	Rolls		
59	Tape ½ inch Red	Rolls		

60	Tape ½ inch Green	Rolls		
61	Binder Clips 19 mm	Pkts		
62	Binder Clips 15 mm	Pkts		
63	Register Premium B+ 380 pages and Goodwill	Nos		
64	Blade cutter paper	Pkt		
65	Duster (Yellow) cloth	Nos		
66	Sketch Pens (Superior)	Pkts		
67	Engagement Pads Year 2019	Nos		
68	Colin Glass cleaning liquid-500 ml	Bottles		
69	Calulator (ORPAT)	Nos		
70	Glove Stick (Kores) 15 Gms	Pkts		
71	Drawing Sheets(White, Pink and Yellow)	Sheets		
82	Artline CD marker Black	Pkts		
73	Artline White Board Marker	Nos		
74	Natraj Sharpeners	Pkts		
75	Ink White Board Marker	Bottles		
76	Steel Scale 12 Inches	Nos		
77	Push Pins (Oddy)	Pkts		
78	Whitener Flair (2 in one)	Bottles		
79	Noting Pads (Rolled)	Pads		
80	Asaro not dust eraser	Pkts		
81	Paper clips (Plastic cover)	Pkts		
82	Talk Sheet 50 mtrs	Roll		
83	Stapler Steel Big HD-23524	Nos		
84	Stapler Pins HD-23524	Pkts		
85	Cartridge 388 AEPL	Nos		
86	Ink Coloured (NP GT-52)	Nos		
87	Ink Black (NP GT-51)	Nos		
88	Cartridge HP 678 (Black)	Nos		
89	Cartridge 678 (HP) Colour	Nos		
90	Register 272 pages Lion	Nos		
91	Register 172 pages (Sathi)	Nos		
92	Envelope with lamination (A4 size)	Nos		
93	Envelopes with lamination legal size	Nos		
94	Letter Pad (Printed) coloured 100 sheets	Pads		
95	Working cutter (RoloX)	Nos		
96	Working cutter Blade	Pkt		

97	Binder Clip 31/32 mm	Pkts		
98	Binder Clip 41/40 mm	Pkts		
99	Binder Clip 51/50 mm	Pkts		
100	Stapler Pins 24/6 mm	Pkts		
101	Riso Ink Cartridge (Z type for EZ-2300 AG)	Nos		
102	Riso Master Roll (Z type for EZ-2300 AG).	Nos		
103	Main Answer Sheet (16 pages) with title.	Nos		
104	Supplementary Sheet (4 pages) with title	Nos		
105	India Political Map	Nos		
106	India Physical Map	Nos		
107	World Political Map	Nos		
108	World Physical Map	Nos		
109	Graph Sheets (Large)	Nos		
110	Thread (for binding/tie up answer sheets)	Bdl		
111	Rubber Band (Large)	Kg		
112	Riso Ink Z type for JR-2420L	Nos		
113	Riso Master Roll for JR-2420 L	Nos		
114	File Covers printed (coloured)	Nos		
115	File Covers Printed (White)	Nos		
116	Envelopes printed (11" x 4.5")	Nos		
117	Envelopes Printed (9" x 4")	Nos		
118	Envelope Plain ( 6.5" x 4.5")	Nos		
119	Pen Stand Plastic	Nos		
120	Engagement Pad	Pad		
121	Stamp Pad	Nos		
122	Stamp Pad Ink	Btl		
123	Calculator (ORPAT) OT-400T	Nos		
124	Note Pad ruled	Pad		
125	Drawing Sheet White	Nos		
126	Drawing Sheet Coloured	Nos		
127	Glazed Sheets multi colours	Nos		
128	Hard File binders with clip	Nos		
129	Whitener Flair 2-in-1	Nos		
130	Dusting cloth Yellow	Nos		
131	Coline	Btl		
132	Dusters for Black/White Board (Packet of 10)	Pkt		

133	Chalk White pkt of 50 sticks	Pkt		
134	Chalk Coloured pkt of 50 sticks	Pkt		
135	Thermocol Sheet Large	Nos		
136	Thermocol Sheet small	Nos		
137	Golden/ Silver Gum Sheet	Nos		
138	Paper Cutter Large	Nos		
139	Paper Cutter small	Nos		
140	Blade for paper cutter large	Nos		
141	Blade for paper cutter small	Nos		
142	Florescent Sheet A3 size	Nos		
143	Florescent Sheet A4 size	Nos		
144	Florescent Sheet FS size	Nos		
145	Febric Colours	Pkt		
146	Thumb Pins Large	Pkt		
147	Thumb Pins small	Pkt		
148	Colour mixing plate plastic	Nos		
149	Brasso Btl large	Nos		
150	Brasso btl small	Nos		
151	Drawing Brush large	Nos		
152	Drawing brush medium	Nos		
153	Drawing brush large	Nos		

3. Bids in sealed cover are invited for Stationery items from the firms having proper TIN/CST/GST No. Please superscribe "Quotation for Stationery Items", RFP number i.e 1058/APSU date of opening of the bids i.e. **14 May 2019** on the sealed cover to avoid the bid being declared invalid.

4. It may please be noted that rates quoted should be for complete financial year i.e. from Apr 2019 to 31 Mar 2020. The rates quoted should be inclusive of all taxes. Transportation charges are also to be included as it will be vendor's responsibility to deliver the items demanded in the school premises of both the Wings of the school.

**Qualitative Requirement:**

5. The items for which the rates are quoted should be of standard product and should be ISO certified (Where applicable).

6. (a) Last date for submission of bids by **1700 hr on 13 May 2019**. The sealed bids should be deposited/ reach by the due date and time. The responsibility to ensure this lies with the bidder. Bids received beyond the time and date given above shall be rejected.

(b) Manner of depositing the bids: Sealed bids should be either dropped in the Quotation Box marked as Quotation box, APS, Udhampur or sent by registered post at the address given above so as to reach by the due date and time. No responsibility will be taken for postal delay or non delivery/ non receipt of bid documents. Bids sent by FAX or e-mail will not be considered (unless the latter has been specifically called for by these modes due to urgency).

(c) Time and date for opening of bids: **14 May 2019 at 1200 hrs** at Main office, APS Udhampur. (if due to any exigency, the due date for opening of the bids is declared closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).

(d) Location of the Tender Box: Reception of APS Sr Wing, Udhampur. Only those bids that are found in the quotation box will be opened. Bids dropped in the wrong quotation box will be rendered invalid.

(e) Earnest Money Deposit: Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 50,000/- along with their bids. The EMD may be submitted in the form of Account Payee Draft, fixed Deposit Receipt, Banker's Cheque of Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. Bids received without EMD will not be entertained. EMD of the successful bidder whom the contract is awarded will be released after expiry of the contract period i.e. after 31 Mar 2020.

(f) EMD is mandatory. Bids received without EMD will be rejected.

7. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below:-

(a) Bids/queries to be addressed to : Principal, Army Public School, Udhampur.

(b) Postal Address for sending the bids: Army Public School, PO PTA, Udhampur- 182104

(c) Name/ designation of the contact person: Sanjeev Kumar, Principal, APS, Udhampur.

(d) Telephone number : Mil : 2167, Civil : 01992-274128

(e) E-mail id: apsudhampur @ gmail.com

(f) Fax number : 01992-274128

8. This RFP is being issued with no financial commitment and the customer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Yours faithfully,



**Principal**